

10-day letter to Hot Check Writer (example)

Mr./Ms. Hot Check Writer

Address

City, State Zip

Dear Check Writer:

Your check #xxx in the amount of \$yyy.zz has been rejected by \_\_\_\_\_ Bank for insufficient funds/account closed.

This is a demand for payment in full. If you fail to make payment in full within 10 days of this letter, the failure to pay creates a presumption for committing an offense and this matter will be referred for criminal prosecution to the County Attorney/District Attorney's office.

Please make restitution of \$yyy.zz and a returned check fee of \$aa.bb by cash, cashiers' check or money order. Neither personal checks or partial restitution will be accepted.

If you have any questions, please contact our office at (insert telephone number here).